



Preparing Your Sabbatical Application

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Office of the Provost

Introductions

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Goal

To help you prepare a successful sabbatical application that will lead to a productive and rejuvenating sabbatical in the future.

NOTE: We will offer another workshop in the spring focused on navigating the sabbatical itself.



Objectives

You will be able to:

1. Clarify what a sabbatical is, and what it is not.
2. Describe the expectations for a successful application.
3. Produce a succinct and useful statement.
4. Compare and contrast previously submitted applications.



What is it, and what it is not...

Sabbatical is:

- Refreshing and rejuvenating
- Productive
- An investment
- An opportunity

Sabbatical is not:

- An entitlement
- A vacation
- An exit strategy



Details from the Collective Bargaining Agreement (CBA)



Who & When?

Promoted career instructional and research faculty

Promoted librarians

Promoted tenured faculty

Sabbaticals are approved based on evidence that the leave time will be used productively.

After 6 years of service at .5 FTE or higher (since any previous sabbatical)



Salary Information

9-month faculty

3 terms = 60% salary

2 terms = 75% salary

1 term = 100% salary

12-month faculty

12 months = 60% salary

8 months = 75% salary

4 months = 100% salary

Law faculty

2 semesters = 50% salary

1 semester = 100% salary

You are encouraged to supplement your salary by seeking outside funds (Research Development Services can help!).

Sabbatical salary can be supplemented so long as the additional income is provided for the purposes and plans described in the sabbatical application and it does not violate the university's COI/COC policy.



What's required post-sabbatical?

- Sabbatical Report
- Year of service



Expectations for a Successful Application

What to avoid:

- Overpromising
- Overly long statement
- Submitting a grant or book proposal in place of the statement.

What to do:

- Describe what you can realistically do during the leave period you request.
- Be succinct.
- Make your statement clear and understandable to the Dean and Vice Provost (who are likely outside of your discipline or profession).



Expectations for a Successful Application

Briefly describe your current a) teaching, b) scholarship, research or creative work, c) service, d) other professional relevant activities.

Describe your plan for the time you are on sabbatical.

Include whether you will be traveling, doing field work or visiting another institution. Please disclose any known or potential organizational affiliations and sources of income. (The vast majority will be acceptable.)

Mention when plans are provisional. Sabbatical applications may be revised later on.



What does a succinct and useful statement look like?

Let's look at examples.



Questions?